

# **ONIZUKA AIR FORCE STATION LOCAL REDEVELOPMENT AUTHORITY**

## **INSTRUCTIONS FOR COMPLETING NOTICE OF INTEREST**

### **GENERAL REQUIREMENTS FOR PREPARATION OF NOTICES OF INTEREST**

1. The Notice of Interest must be submitted on 8 1/2" x 11" white paper and must be 3-Hole punched, and clipped in a secure manner.
2. If the applicant wishes to submit material and data which is not specifically requested, do not include the information with the Notice of Interest. This material must be included in an "Additional Data" section only. The following are examples of Additional Data:
  - Standard brochures and pictures/photographs
  - Promotional material with minimal technical content;
  - Generalized narrative of supplementary information;
  - Supplementary graphic materials.
3. If the Notice of Interest is made by an individual, it shall be signed with the full name of the applicant, and his or her address shall be given. If it is made by a partnership, it shall be signed with the partnership name and by an authorized general partner and the full name and address of each general partner shall be given. If it is made by a joint venture, it shall be signed with the full name and address of each partner thereof. If it is submitted by a corporation, it shall be signed by the president and secretary in the corporate name.
4. No telegraphic, telephonic, faxed or emailed responses, or modifications to a proposal will be accepted by the Onizuka Air Force Station LRA.

### **SUBMITTAL OF NOTICE OF INTEREST**

1. The original Notice of Interest and ten (10) additional copies must be submitted.
2. It is the sole responsibility of the applicant to see that the Notice of Interest is received before the submission deadline. An applicant shall bear all risks associated with delays in the United States Mail.
3. Deadline for Submission of Notice of Interest
  - a. The Onizuka Air Force Station LRA will receive Notices of Interest at the location indicated below:

Office of the City Manager  
City Hall, City of Sunnyvale  
456 West Olive Avenue  
Sunnyvale, California 94088-3707  
(408) 730-7739

- b. **The time and date set for receipt of Notices of Interest is on or before Tuesday, December 5, 2006 prior to 5 p.m. Pacific Standard Time**

All questions concerning the meaning or intent of these Instructions for Completion of Notice of Interest should be directed in writing to Coryn Campbell at [ccampbell@ci.sunnyvale.ca.us](mailto:ccampbell@ci.sunnyvale.ca.us) or, at the above noted address for a formal response.

## **NOTICE OF INTEREST CONTENTS**

The Notice of Interest should be submitted according to the specifications set forth in this section (as applicable), both for content and sequence.

Each Notice of Interest for Homeless Assistance or other Public Benefit Conveyances should include the following (as applicable):

### **ORGANIZATIONAL PROFILE**

1. Legal name of government entity or non-profit institution/agency requesting use of buildings or property at the Onizuka Air Force Station.
2. Complete address and telephone number of applicant.
3. Name and title and email address of contact person.
4. Name and title of person(s) authorized to complete purchase, and/or execute any lease or agreements. Attach a copy of the legal authority permitting these person(s) to complete such transactions.
5. Statement regarding whether applicant is state, political sub-division of state or private non-profit, tax exempt organization under Section 501(c)(3) of the 1986 Internal Revenue Code. If applicant is a private not-for-profit entity, attach a copy of the IRS recognition of its Section 501(c) (3) exemption status.
6. A copy of the document showing statutory or legal authority under which the applicant is authorized by law to acquire and hold title to property or to lease property.
7. For applicants other than public agencies:
  - a. A description of the organization, year founded and brief history, major accomplishments and organizational goals.
  - b. A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of any proposed program. Provide appropriate credentials, as well as a description of previous related experience.
  - c. An organizational chart for the organization and a roster of the current Board of Directors.

8. A copy of current the By-laws and Articles of Incorporation as appropriate.

If the NOI is submitted on behalf of a collaborative group as a joint submittal, all entities that will participate in the project or program and/or intent to occupy the site, must submit the organizational information, program information, organizational capacity information and financial plan requested in the NOI.

9. The NOI shall include a release, executed by the Executive Director or President of the Board of Directors that states:

*The undersigned, (Executive Director or Board President)\_\_\_\_\_ as the authorized representative of the organization, hereby provides its consent to the Onizuka Air Force Station LRA to release to members of the LRA and the LRA Evaluation Subcommittees ( who shall not further release the information to the general public), any information regarding the capacity of (Entity Name)\_\_\_\_\_, the representative of the homeless, to carry out its program, a description of the organization, or its financial plan for implementing the program.*

### **PROPOSED PROGRAM**

1. A complete description of the proposed project and programs.
  - a. Include in the description the proposed project and the services to be provided within the facility. If you are proposing a combination activity, explain all aspects of these activities. If the project involves activities that will involve various user groups, describe all of the uses of the building/facility and estimates for percentage of time and space needs projected for use by each user group. If your project includes a community facility which has more than one public service activity conducted within it, then you must provide the approximate square footage that each program will take up within the facility and provide complete information for each of the following areas for each public service.

If your project is or includes provision of housing include the following: does the project provide permanent housing for chronically homeless, last resort housing, transitional housing, ownership housing; the level of affordability for rental or ownership housing; include information on renter households who are paying more than 25% of their income for housing per 2000 Census Data; include percentage of households who are overcrowded per 2000 Census Data; a current Market Study or project waiting list; and the proposed level of benefit of assistance for ownership or level of affordability for rental housing.
  - b. Environmental Clearance – Please indicate the anticipated level of National Environmental Policy Act (NEPA) environmental clearance.
2. A detailed assessment of the need for the proposed program. In the case of homeless assistance programs, include an explanation of what homeless needs in the communities in the vicinity of Onizuka Air Force Station your project and services will be fulfilling.
  - a. Problem Description – Describe the serious problem that exists if this project and/or service is not available and/or increased. Describe how the need for increased services was determined. Include a description of all other current facilities or services in the region and

identify issues that restrict their ability to address the problem.

- b. Explain how and to what extent the proposed project and services will solve the problem. Quantify the current and proposed levels of service and identify how many persons will be served. Include in your description any surveys of intended beneficiaries regarding their needs and the impacts of not having the project and services; surveys or records of existing service levels and needs showing the number of people served and turned away (unmet demand) due to inadequate facilities or services. Compare the proposed project and services to the assessment of housing needs, including the needs of the homeless and identified resources as described in the City of Sunnyvale Consolidated Plan 2005-2010, and describe how the proposed project and services will permanently reduce the needs of the community. (The City of Sunnyvale Consolidated Plan 2005-2010 is available at: <http://sunnyvale.ca.gov/Departments/Community+Development/Housing+Division/Consolidated+Plan+2005-2010.htm>) Specify the local priority projects that the proposed project will address. Include letters from law enforcement, mental health, and health and social services agencies describing the direct health and safety impact on the targeted group that results from the lack of services or facilities.
- c. Include a statement that applicant does not currently possess real estate suitable for the proposed program. Describe why this site is suitable and or accessible for the proposed project and/or programs.
- d. In the case of a homeless assistance program, provide a description of how the program will be coordinated with other homeless assistance programs in the communities in the vicinity of Onizuka Air Force Station.
- e. Provide a detailed timeline and description of the activities necessary to complete the proposed project and provision of services, shelter or housing.

#### **BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM**

1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment. (Describe by building number and include an illustrative map).

In the case of homeless shelter/service providers describe the suitability of the buildings and property for the proposed homeless assistance program and the needs of the homeless in the communities in the vicinity of Onizuka Air Force Station.

2. Is the applicant requesting a deed transfer? Would the applicant agree to the Redevelopment Authority owning the property and building and leasing such properties to the applicant at no cost?
3. Indicate what land use and zoning requirements or entitlements are anticipated as necessary in order to implement the proposed project/program at the site.
4. Indicate whether existing buildings will be used and fully describe any new construction or rehabilitation that is anticipated on the site necessary for program implementation.

## **ORGANIZATIONAL CAPACITY**

Provide evidence that the management team is capable of successfully developing and operating any proposed project and services will be examined. The applicant must demonstrate a record of past performance and experience with similar projects and/or programs, viability, and financial and administrative solvency and stability based on the following:

- 1.. A general description of past performance and experience implementing similar projects and programs to those proposed.
- 2.. A list of all projects/properties owned or managed (as applicable to the request) by the applicant including:
  - Development name, address, and telephone number and name of on-site manager;
  - Number and type of units (emergency shelter, transitional housing, supportive housing, Single Room Occupancy (SRO) 1-4 Bedroom (BR), market, etc. and the type of assistance);
  - Photos demonstrating exterior and interior physical condition of buildings;
  - Supportive services provided at each site;
  - Years managed/owned;
  - Audited financial statements for last two years on each site.

In the case of homeless service providers, also provide the current number of units or beds assisting the homeless, or government subsidized low and moderate income units owned or managed and detailed information for at least three programs/projects owned and/or managed.

3. Plans for the expansion of the organization to meet an increased demand for services from the proposed programs. Identify any organizational adjustments needed to implement the proposed programs including number of staff required with job titles and descriptions.
4. Provide a list of management functions that will be staffed at the project and whether those management functions will be provided by the applicant or contracted out to a third party. If contracted out, please provide information regarding the selection process for those management services and how often a site manager will visit the property.
5. For other than public agencies, the following information must be provided:
  - a. Fully detailed and audited financial statement for the last two years (including copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. This report must include a balance sheet and income statement. If the applicant is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venturer thereof. A full disclosure of whether

any of the organization's officers, principals or partners has declared bankruptcy in the last five (5) years.

- b. A disclosure as to whether any of the organization's officers, principals or partners has been convicted of a felony in the last five (5) years and the nature of the conviction.
  - c. A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.
  - d. A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.
6. Homeless providers must attach a management plan demonstrating the experience and ability to manage the projects and programs enumerated in the Notice of Interest.

- a. In the case of emergency shelter/ transitional housing programs, applicants shall submit a proposed management plan that includes: an affirmative marketing strategy; an application screening procedure to determine tenant eligibility and certification of income, including methods for maintaining and periodically purging the waiting list; a method for linking specific social services and resources; staffing and procedures for enforcing the rules of occupancy, rent collection procedures, vacancy turnaround procedures and any additional program standards of conduct including an eviction procedure.

- 1) Procedures for complete financial accounting and periodic reports.

A formal accounting and financial reporting process may be required whereby monthly financial statements, bank reconciliations, and a review of accounting transactions are provided to the LRA on a monthly basis, and signed by the chief financial officer. An organization must also contract with an independent Certified Public Accountant to provide audited financial statements on an annual basis. The treasurer of each organization shall countersign all check copies on a monthly basis in conjunction with approving the Financial Statement. This dual signature must occur after the checks are issued and represent an auditable expenditure review process.

Documented financial controls and procedure policies must also be available/or developed which prescribe the standard methodology used in handling accounting transactions inclusive of cash receipts, accounts payable activities, journal vouchers, and internal bank and investment transfers. Such policies and procedures must acknowledge the scope of financial activities conducted by the organization.

- 2) A property maintenance inspection program for buildings and units as applicable and grounds including a capital improvement program, purchasing, and inventory procedures.

- 3) Provisions for a security program.
  - 4) A reporting system that will enable the community to evaluate the progress of the program on an annual basis.
  - 5) Indicate whether resident support services will be provided both on-site and off-site.
- b. In the case of other non-housing programs, a proposed management plan that also includes the same submittal requests listed under emergency shelter/transitional housing programs in subsection a., items 1), 3) and 4).

## **FINANCIAL PLAN**

**Information in this section will not be released to the public without the written consent of the applicant.** Prepare a financial plan for the specific building, property and/or program requested which shall include:

1. A development proforma that identifies estimated costs associated with ensuring buildings and property that can be used for the proposed program. These costs shall include the cost of any needed construction to comply with local building codes, ADA requirements and to bring properties into conformance with design standards envisioned in the Reuse Plan. The costs of any proposed improvement, and costs associated with securing needed utility services. Soft costs such as architectural/engineering services, survey work, title services, legal services and government permit fees shall also be identified. In addition, any financing costs for said improvements shall be identified. A schedule for completion and financing of all improvements shall be provided.
2. A five (5) year projected operating cash-flow analysis for the project/program which shall include: annual gross income (with sources of all income and revenue producing operations for the program identified), a complete breakdown of expenses (including, as applicable, vacancy costs, utility costs, maintenance costs, management fees, security costs, capital and operating reserves, salaries and benefits, insurance, real estate taxes, other expenses (postage, collections, training, supplies, etc.), net operating income before debt service and depreciation, debt service, net operating income after debt service and depreciation.
3. Provide a detailed statement of the source of anticipated funding to establish the program operations, describe the level of funding commitment, including a statement that funds are currently available or when they will become available for expenditure to carry out the proposed program.

If the proposed program contemplates major development costs and funds are not currently available, identify plans and sources of funds to carry out the proposed program and development.

4. Indicate whether the applicant is receiving federal, state or local grants or subsidies for programs they provide. If so, what percentage of total organization revenues relies on these grants?